



Policy Number: GME 20

Policy Title: Paid Time Off and Leave Policy

GENERAL PRINCIPLES

It is the joint responsibility of the program and house officer to manage discretionary time off in a manner that does not jeopardize the house officer's ability to satisfy board certification requirements. If necessary, training will be extended for house officers to compensate for time loss due to absence in excess of that allowable to satisfy requirements of the ACGME or the board specific to their training. Each ACGME-accredited program must provide its house officers with accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon a house officer's eligibility to participate in examinations by the relevant certifying board(s).

Each program is responsible for ensuring the house officer's use of paid time off and leave are accurately recorded as indicated by GME.

Per OHSU HR policies, all employees are expected to consistently and regularly report for work as scheduled and be on time. Unscheduled absences disrupt the smooth and efficient operation of the department and may result in disciplinary action up to and include termination of employment. Refer to policy HC-SMM-102-POL which applies to all OHSU Healthcare workforce members.

Time Off

Time Off is composed of two components: *paid time off (vacation)* and *time off service*.

Paid Time Off (vacation): Paid time off applies to non-holiday weekdays (Monday–Friday). House officers shall receive a lump sum of 20 days of paid time off at the start of each academic year. Paid time off does not carry over to the next academic year and is lost if not used. Refer to Article 7.1 of the HOU contract for details on requesting, approving, and scheduling leave. House officers are required to enter vacation time into the OHSU timekeeping system during the pay period in which they are taking vacation.

Time off service: Time off service applies to weekends, holidays, and routine week days off in compliance with ACGME requirements (minimum of one day in seven free of clinical work and required education [CPR VI.F.2.d]). Time off service is allocated at the sole discretion of the Program Director according to ACGME requirements and the needs and norms of the specialty. Additional time off service may be granted at Program Director discretion, taking into consideration program needs and ensuring equitable distribution among house officers to the extent practical and reasonable.

PROFESSIONAL LEAVE Refer to Article 7.3 of the HOU contract for details on professional leave.

SICK LEAVE House officers shall receive a lump sum of fifteen (15) working days of Sick Leave at the start of each academic year. A part-time house officer receives the proportionate amount, based on the



percent and duration of the appointment. Refer to Article 7.2 of the HOU contract for details on requesting, approving, and scheduling leave.

Sick leave applies to any day during which a house officer is scheduled to be on service.

PERSONAL LEAVE OF ABSENCE

With the approval of their Program Director, a house officer may be granted a Personal Leave without pay when other leave balances have been exhausted, for the house officer's convenience, but in granting the Leave, the best interests of the training program shall be considered.

Personal Leave(s) may be granted for personal needs not otherwise specifically provided for by this contract.

The Training Program Director may approve a Personal Leave for a period not in excess of six (6) months. The Associate Dean for Graduate Medical Education may grant individual exceptions to the 6-month limit.

PAID PARENTAL LEAVE

Until September 1, 2023, a house officer who has completed at least one year of employment with the Employer with no break in service, is the intended parent of a newborn or newly-adopted child; and is eligible and approved for protected leave under FMLA and/or OFLA for birth or adoption of a child is entitled to up to three calendar weeks of leave paid at 100 percent of the House Officer's salary at the time leave is taken. Paid parental leave must be taken as a block of leave during an approved FMLA/OFLA absence following the birth or adoption of a child, but no later than one year following the birth or adoption. The house officer will designate the period of time during the FMLA/OFLA leave that paid parental leave will apply. Paid parental leave runs concurrent with leave under FMLA/OFLA. During the duration of a house officer's approved leave under FMLA/OFLA, the employee can be paid through use of Vacation Leave or Sick Leave accruals, the paid parental leave benefit, or a combination of all of the above.

APPROVED MEDICAL, PARENTAL and CAREGIVER LEAVE

All house officers are eligible for one allotment of six weeks of medical, parental, and caregiver leave of absence for qualifying reasons consistent with applicable laws at any time during their ACGME-accredited program, starting the day the house officer is required to report. These six weeks can be continuous or intermittent. These six weeks of leave will be paid at 100% of salary through a mix of OHSU paid parental leave (if eligible), Oregon state paid parental leave, vacation, and/or sick accruals. If the house officer has exhausted their vacation and sick accruals prior to needing medical, parental, or caregiver leave, pay will be provided through OHSU or state paid parental leave first and then will be paid from alternate sources. House officer and their eligible dependents' health and disability insurance benefits will be continued through this leave. If the house officer changes ACGME programs (e.g. graduates from an ACGME residency and begins an ACGME fellowship at OHSU), this six weeks resets.

To request medical, parental or caregiver leave, contact the GME Office. Approval will be in alignment with all institutional policies and state and federal laws. The details for payment will be documented for the house officer.



In addition, house officers will be provided with a minimum of one week of paid time off reserved for use within the same academic year and outside of the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken.

A pregnant house officer and their Program Director, in conjunction with Occupational Health, may discuss how to modify the house officer's duties and/or schedule to accommodate the pregnancy. The Employer will comply with all applicable laws related to pregnancy, lactation, and family leave. (OHSU Policy 03-25-014.)

FAMILY AND MEDICAL LEAVE

A house officer who starts their residency at another institution because the Employer does not offer a specialty requirement and who subsequently begins employment at OHSU will be credited with their time at the other institution for the purpose of determining whether they are eligible for protected leave under FMLA and/or OFLA. However, this credit shall not apply for the purpose of eligibility for paid parental leave. (OHSU Policy 03-25-015.)

HOLIDAY LEAVE

House officers will be granted holidays in accordance with the HOU contract. Since OHSU's and affiliated site's clinical activities function 24/7, it may be required that house officers work on recognized holidays. The programs should have processes/procedures in place to share the holiday work as evenly as possible within the scheduling constraints of the program, understanding that it is not possible to provide equal holidays off for all house officers.

In work areas operating predominantly on a 24/7 operations schedule, the recognized holiday shall be the actual holiday rather than the observed holiday (e.g., January 1 for New Year's Day, July 4 for Independence Day).

Refer to Article 7.5.3 of the HOU contract for more details.

A. House officers are subject to OHSU's policies for the following leaves:

- 03-25-012 | Bone Marrow Donor Leave
- 03-25-014 | Paid Parental Leave
- 03-25-015 | Family and Medical Leave
- 03-25-017 | Bereavement Leave
- 03-25-018 | Leave for Victims of Certain Crimes
- 03-25-020 | Military and Veterans Day Leave
- 03-25-022 | Leave for Jury Duty

Policy Owner: GMEC

Amendment/Approving Committee: GMEC



School of Medicine Policy

Policy Number: GME 20
Effective Date: 7/21/22

Additional Resources

Form/Document	Use	Links
Paid Parental Leave Application	Form to apply for Paid Parental Leave and send to Benefits	https://o2.ohsu.edu/human-resources/benefits/time-away-from-work/paid-parental-leave.cfm
OHSU Healthcare Workforce Attendance	Policy HC-HR-102-POL, Attendance	https://ohsu.ellucid.com/documents/view/88
OHSU_HOU contract		https://o2.ohsu.edu/human-resources/employee-and-labor-relations/unions/house-officers-united.cfm
Policy 03-25-020 Veterans Day Leave		https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/chapter-3-human-resources/ohsu-policy-03-25-020.cfm

Version control

Version	Effective Date	Author	Description of Change
1	10/2010	GMEC	
2	8/2/2018	GMEC	
3	4/18/2019	GMEC/HR	Adding Paid Parental Leave
4	7/21/2022	GMEC/HR	Updates; combined with GMEC 16: Leave Policy; Updated to reflect ACGME CPR changes effective 7/1/22